

**INSTRUCTIONS FOR APPLYING FOR A**  
**MASTER AGREEMENT**  
**WITH THE COMMONWEALTH OF KENTUCKY**

- Cover letter to Kelly Hawkins stating what discipline you are applying for:
  - 01 – Aerial
  - 02 – Architectural
  - 03 – Civil
  - 04 – Environmental
  - 05 - Landscape
  - 06 – Mechanical
  - 07 – Site & Boundary
  - 08 – Structural
  - 09 – Special Inspections
  - 10 – Subsurface
  - 11 – Interior Design
  - 12 – Electrical
  
- Respondent shall be a lawfully qualified to do business with and within the Commonwealth of Kentucky.
  
- A Federal Standard Form 330 (Part I and II) must be included in your submittal. The form is located at the following link:  
<https://finance.ky.gov/services/stateplan/Pages/ConstructionFormsandInformation.aspx>
  
- Resumes on all registered employees.

You will need to email an electronic submittal to [Kelly.hawkins@ky.gov](mailto:Kelly.hawkins@ky.gov) . This file will be given to the selection committee for review. If your firm is approved, an electronic copy of the Master Agreement will be sent to you for signatures. Email the executed Master Agreement along with Certification of Insurance outlined in the Master Agreement to [Kelly.hawkins@ky.gov](mailto:Kelly.hawkins@ky.gov) . Upon completion of the Master Agreement, an electronic contract will be returned to you.

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